

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	Chief, Printing and Photography Division, OL 158 P&P Bldg.				
2	Chief, Information Services Staff SID4124, Hqs.				
3	Chief, Reference Services Division, NPIC, [redacted]				
4	Chief, Support Services Division, OCR GE0424, Hqs.				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
Attached FYI are your combined descriptions of directorate micrographics activities, which we agreed could usefully be appended to our final paper. Also attached FYI is the revised proposal for consolidation drafted by P&PD and ISAS, which will become option 1 in our paper (with its savings figures appropriately qualified). As promised, I'm working on the draft paper, which I hope to have to you for comment early next week.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[redacted] Office of the Comptroller				2March78	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STAT

STAT

NFAC'S USE OF MICROGRAPHICS

The National Foreign Assessment Center, as the central analytical wing of the CIA, is a prominent producer and consumer of intelligence documents recorded on microfilm. The Office of Central Reference maintains a dedicated microform recording facility for the specific purposes of filming repository documents for the Agency document library (OCR/DSB), and to support Interim SAFE branches in NFAC offices.

The OCR Microform Processing Branch operates a camera unit utilizing step and repeat cameras (35mm 8-up aperture card and NMA microfiche formats) to record the documents, a laboratory to process, inspect, control quality, and duplicate the microforms, and a reproduction unit to make hard copy prints of selected images for document library requestors. Approximately 300,000 documents a year are filmed for the document library, an additional 12,000 documents a year are filmed for the Interim SAFE project, and over 1,000,000 pages a year are reproduced to paper from microfilm holdings.

The Agency central document library is maintained by OCR, which services primarily NFAC and DDO requestors. Intelligence documents and selected reference aids are stored on aperture card and microfiche produced by the Office facility. At present, an automated document storage and retrieval system (ADSTAR) is being developed under contract for installation in CY79. The ADSTAR project is a joint effort of

OCR/NFAC and ISS/DDO under the management of ODP/DDA. This system will store documents on 16mm cartridged microfilm, housed in automatic retrieval modules. Soft copy display, paper output, and microfiche output will be available at local and remote locations through the use of sophisticated solid-state image scanners.

As Project SAFE, NFAC's large scale information storage, manipulation, and retrieval system, is implemented in the 1980's, ADSTAR will grow to accept its projected workloads. The system will be the primary storage and retrieval vehicle for analysts' file material and electrically received material. The capability to permit NFAC analysts to store their paper files on microfilm, and access them remotely via soft display terminals, will account for a projected doubling of ADSTAR input filming to a total of over 6,000,000 pages per year.

NFAC is a prime participant in the Finished Intelligence Program (FIP) under the aegis of the Agency Micrographics Officer. Published reports are selected by the producing offices, which are then microfilmed by P&PD and made available via initial distribution (and document library retrieval) to the user community.

To illustrate the importance of micrographics to NFAC, well over 300 readers and reader/printers have been located in directorate offices. This number is continually increasing as micrographics usage is encouraged by limited file space and by Interim SAFE branch microfilm files. These readers and related micrographic devices are routinely serviced by the technical services shop of OCR.

OCR has a traditional close tie to the Printing and Photography Division. Micrographics personnel from both offices cooperate in the Micrographics User Group, the IHC Micrographics Working Group and its subcommittees, and on a day-to-day production level. At present, P&PD provides support to OCR in the Computer-Output Microfilming of electrical messages, the processing of microfiche film and captions, and occasional special filming jobs.

As the CIA agent for the dissemination and storage of intelligence reports received from the Community, OCR monitors document image quality on a continuing basis. All documents distributed to NFAC and other Agency components, whether on microfilm or paper, are subjected to strict quality standards. The receipt of barely legible microforms or hard copy paper documents severely limits the transfer of information to the analyst. Through the use of high resolution cameras, controlled processing, and regularly maintained equipment OCR ensures that documents disseminated, stored, and retrieved for the user community maintain the highest possible legibility. Further, OCR continually endeavors to upgrade the quality of receipts through representing the CIA in the IHC Micrographics Working Group and by maintaining open channels of communications with Community agencies.